REPORT ON THE ADMINISTRATION

BENGAL SECRETARIAT LIBRARY

OF

THE STATIONERY DEPARTMENT

FOR THE OFFICIAL YEAR

1878-79.

Calcutta:
PRINTED AT THE BENGAL SECRETARIAT PRESS.
1879.

354.241
B 466

6873

BOARD OF REVENUE, L. P.

REPORT

ON THE

ADMINISTRATION OF THE STATIONERY DEPARTMENT,

For the official year 1878-79.

STATIONERY.
R. L. MANGLES, ESQ., V.C.

I.—PRELIMINARY.

THE following report is submitted on the operations of the Stationery Department during the year 1878-79, accompanied by the usual detailed statements which, on account of their great bulk, have not been printed.

II.—STATEMENT A.

Comparative statement of the Outlay on Stationery during 1863-64, 1873-74, 1877-78, *and* 1878-79.

2. It has been customary to show in comparison the outlay of each year with that of its immediate predecessor as well as of its predecessors by five and fifteen years respectively. This statement exhibits the expenditure incurred for articles of stationery of every description during these four years, as regards both local purchases and supplies from England. The total outlay for each year was as follows :—

	Rs.
1863-64	4,97,215
1873-74	5,16,090
1877-78	14,23,638
1878-79	8,72,357

There was an increase in 1878-79 over the outlay of 1863-64 and 1873-74 of Rs. 3,75,142, or 75·4 per cent., and Rs. 3,56,267, or 69 per cent., respectively; while there was a decrease, compared with the outlay of 1877-78, amounting to Rs. 5,51,281, or 38·7 per cent. The great increase in outlay shown in the stationery accounts during the last few years has been explained in previous reports. A considerable decrease is shown in 1878-79. This is to some extent the result of accident, as a smaller proportion of the supply for the succeeding year was received than in 1877. In part, however, as will be shown further on, the decrease is the result of economy and improved administration and is a matter for satisfaction. It was chiefly observable in the consumption of the following articles :—Hand-made imperial, royal, and medium papers, machine-made foolscap paper, brown cartridge, and white blotting papers, and royal, double demy, medium and foolscap printing papers. There was, however, an increase in the expenditure on hand-made foolscap, cream-wove super-royal, and machine-made note papers, water-marked paper for bills-of-exchange, wax-cloth, kharooa cloth, and Bally badamee papers; and some minor articles. This is said to have resulted from the increased demands of the Survey, Telegraph, and Printing Departments.

III.—STATEMENT B.

Comparison of the consumption of Stationery during 1878-79 *with* 1877-78.

3. This statement shows the issues of stationery during 1878-79 and the preceding year. The details given below, which have been extracted from the statement, show the articles in respect of which an increased or decreased consumption has chiefly occurred, with the explanations offered

by the Superintendent of Stationery. Fractions of reams, yards, &c., are omitted.

Name of Article.	Consumption in 1877-78.	Consumption in 1878-79.	Remarks.
	Increase.		*Cause of increase.*
Drawing, double elephant	22 Reams	27 Reams	Larger supplies to the several State Railways.
Tracing cloth, 42″ wide	1,137 Yards	2,553 Yards	
Ditto 36″ do.	20,497 ,,	22,859 ,,	
Ditto 30″ do.	15,406 ,,	20,874 ,,	
Silver or tissue paper	24 Reams	31 Reams	Larger demands of the Superintendent of Government Printing, Bengal.
Cream-wove double demy 48lb	190 ,,	633 ,,	Larger demands of the Superintendent of Government Printing, India.
Ditto ruled foolscap 15lb	234 ,,	440 ,,	
Ditto double foolscap 30lb	3,536 ,,	5,606 ,,	
Bank folio post 16lb	15 ,,	134 ,,	
Printing super royal 36lb	230 ,,	830 ,,	
Ditto ditto 28lb	30 ,,	295 ,,	
Ditto double royal 36lb	290 ,,	786 ,,	
Ditto royal 20lb	1/16 ,,	1,659 1/16 ,,	
Ditto double demy 44lb	421 ,,	871 ,,	
Ditto double foolscap 28lb	181 ,,	1,121 ,,	
Cards No. 2	20,591 No.	44,345 No.	
Brown cartridge royal 40lb	1,622 Reams	2,128 Reams	Was issued in place of 38lb brown cartridge royal.
Printing double royal 56lb	1,503 ,,	2,821 ,,	These papers were issued instead of 25lb printing royal.
Ditto ditto 50lb	75 ,,	3,214 ,,	
Badami paper royal 25lb	750 ,,	3,115 ,,	
Printing double foolscap 24lb	31,357 ,,	41,929 ,,	Larger demands of the Superintendents of Government Printing, India and Bengal.
Envelopes of sizes made of brown cartridge paper.	111,824 No.	144,046 No.	Larger demands were made by the Indian Medical Department.
Lead pencils, middling	60,362 ,,	68,478 ,,	Due to decrease in consumption of hard and soft lead pencils.
Coloured pencils, red and blue	4,589 ,,	10,649 ,,	Due to issues to offices opened in connection with the Cabul expedition.
Scissors, large	1,064 ,,	1,437 ,,	
Ditto, small	943 ,,	1,472 ,,	
Green twine	514,730 Yards	655,485 Yards	Increased demands of the Postal Department.
Steel pen nibs, broad	177,810 No.	195,082 No.	Decrease in the consumption of magnum-bonum steel pens.
Ditto, medium	248,074 ,,	225,853 ,,	
Ditto, fine	294,038 ,,	322,900 ,,	
Desk knives	2,576 ,,	12,905 ,,	These were issued instead of clasp knives.
Camel-hair pencils	704 ,,	4,676 ,,	Decrease in the consumption of camel-hair brushes.
Royal paper 32lb	5 Reams	700 Reams	This was specially required by the Superintendent of the Government Press, North-Western Provinces and Oudh.
Badami paper demy 18lb	87 ,,	997 ,,	These papers came into general use for the first time during the year under report.
Ditto double foolscap 24lb	200 ,,	7,079 ,,	
Envelopes, note size (Bally mill)...	52,630 No.	1,99,443 No.	Decreased consumption of note-sized country envelopes.
Fuchsine	112 Grains	334,800 Grains	This was substituted for red ink, fluid and powder.
Kharoca cloth, 6 yds. × 28″	306 Pieces	9,233 Pieces	This was required by the Superintendent of Government Printing, Bengal, for use in the Presidency Jail Press where the binding work formerly done at the Secretariat Press is now executed.
Yellow demy 12lb	.....	500 Reams	This was specially provided for the Telegraph Department.
	Decrease.		*Cause of Decrease.*
Hand-made imperial 72lb	160 Reams	63 Reams	Decrease is due partly to the strict scrutiny exercised by the Stationery Office in passing indents and partly to the earlier closing of the store for stock-taking.
Ditto royal 44lb	338 ,,	102 ,,	
Ditto demy 25lb	295 ,,	17 ,,	
Ditto foolscap 16lb	3,240 ,,	2,094 ,,	
Machine-made medium blue laid 34lb ...	815 ,,	388 ,,	
Ditto demy ditto 25lb ...	792 ,,	552 ,,	
Service envelopes, royal size, English	56,618 No.	50,159 No.	
Ditto ditto foolscap ditto	688,198 ,,	607,967 ,,	
Ditto ditto chit ditto	656,775 ,,	628,193 ,,	
Ditto ditto, 14″ × 5″ lined with cloth ...	100 ,,	.....	
Ditto ditto, 10″ × 5″ ditto	400 ,,	.....	
Hand-made medium 34lb ...	1,360 Reams	1,018 Reams	Smaller demands of the Registration Department.
Machine-made royal, cream-wove 44lb ...	654 ,,	195 ,,	Smaller demands of the Printing Departments under the Governments of India, Bengal, and North-Western Provinces and Oudh.
Ditto double demy, ditto 50lb ...	605 ,,	178 ,,	
Ditto ditto foolscap, blue laid 30lb ...	462 ,,	.....	
Yellow coloured demy 15lb ...	1,864 ,,	120 ,,	
Printing super royal 34lb ...	3,548 ,,	2,296 ,,	
Ditto medium 21lb ...	10,169 ,,	7,757 ,,	
Ditto demy 24lb ...	1,466 ,,	560 ,,	
Ditto do. 18lb ...	5,386 ,,	3,810 ,,	
Pasteboards (blue)	30,010 Pieces	5,226 Pieces	
Ditto (white)	45,927 ,,	32,746 ,,	
Ditto (pink)	5,000 ,,	36 ,,	
Coloured royal, yellow, 20lb	1,095 Reams	787 Reams	
Leather, white, royal size	3,250 Pieces	1,363 Pieces	
Ditto, medium	1,300 ,,	384 ,,	
Ditto, demy	2,350 ,,	253 ,,	
Ditto, foolscap	2,853 ,,	1,880 ,,	
Black printing ink, No. 1	400 lb	.....	
Do. ditto, No. 2	1,247 ,,	.....	
Red ditto, No. 1	47 ,,	.....	
Do. ditto, No. 2	302 ,,	.....	
Brass clasps, complete	16,600 No.	1,600 No	
Coloured double foolscap, yellow, 24lb	200 Reams	.....	
English leather, morocco	1,250 Pieces	54 Pieces	
Book-binding cloth, scarlet	100 Rolls	.....	
Polishing stone	360 lb	.....	
Black printing ink, medium	1,000 lb	.....	
Machine-made foolscap, blue laid, 15lb	1,020 Reams	384 Reams	The use of this paper was discouraged, as it is expensive and liable to spot in the rains.

NAME OF ARTICLE.	Consumption in 1877-78.	Consumption in 1878-79.	REMARKS.
	Decrease.		*Cause of decrease.*
Machine-made foolscap, cream-wove, 15lb ...	13,168 Reams	12,011 „	Earlier closing of the store for the annual stock-taking.
Black ink powder	63,980 Bundles	52,967 Bdls.	
Sealing-wax, country, 2nd quality	79,304 Sticks	74,254 Sticks	
Goose-quills	9,20,224 No.	8,87,281 No.	
Machine-made double foolscap, cream-wove, 24lb	2,821 Reams	2,587 Reams	Increase in the consumption of printing foolscap which being cheaper was largely substituted for this paper.
White cartridge, royal, 24lb	1,147 „	817 „	Bally (Badami) royal paper was substituted for this paper in cases where it was found possible to make the change.
Cream-wove, bank paper, 12lb	792 „	.....	Decreased demands of the Telegraph Department.
Ditto do. medium glazed, 11lb	1,600 „	.....	
Ditto do. ditto, 12lb	1,594 „	764 Reams	
Demy, yellow, 11lb	300 „	.....	
Printing, double royal, 37lb...	700 „	.....	This paper was issued to the Educational Press, Lahore, in 1877-78, and none was required in 1878-79.
Canvas, 34″ wide	6,000 Yards	.....	This was obtained in 1877-78 solely for the Surveyor-General of India.

4. There were no issues in 1877-78 of any of the articles shown on the last four pages of this statement. The supply of these articles in 1878-79 was chiefly confined to the Surveyor-General, Secretary to Government of Bengal, Superintendent of Government Printing, India, Superintendent of Government Stores, Telegraph Department, and Superintendent of Government Press, North-Western Provinces and Oudh. Some were purchased locally in consequence of the exhaustion of stock, and as they were not up to the standard of the stores they were employed to supplement, they are separately shown.

IV.—STATEMENT C.

Comparison of the increase and decrease in local purchases during 1878-79 *with the average rates of* 1877-78.

5. This statement shows reduced rates in the case of several articles. There was a decrease of about 61 per cent. in the price paid for marble paper, royal size, 10½ per cent. for cream-laid envelopes, foolscap size, 21 per cent. for No. 1 sealing-wax, nearly 16 per cent. for No. 2 sealing-wax, 48 per cent. for cards, 40 per cent. for Bristol boards, imperial size, and 33 per cent. for book-binding thread. On the other hand, an enhanced price of about 20 per cent. was paid for overland note paper, 29½ per cent. for cream-laid envelopes, note size, 7 per cent. for gum arabic, 350 per cent. for file-books of sizes, 150 per cent. for prescription books of sizes, and 110 and 210 per cent., respectively, for books of coarse foolscap of two and three quires.

6. The total outlay on local purchases during each of the past five years was—

	Rs.		Rs.
1874-75	1,07,731	1877-78	78,838
1875-76	79,383	1878-79	1,45,322
1876-77	83,635		

The outlay in 1874-75 was abnormally high owing to special purchases necessitated by the loss of consignments from England. The large increase in the past year was chiefly caused by the purchase of paper manufactured at the Bally Mills, to the value of Rs. 55,013. It is in accordance with the policy of Government that local manufactures should thus be encouraged while a saving in cost is secured. Under recent orders this policy will receive a considerable development, and there is every reason to look for most satisfactory results from the new system.

7. With a view to reduce as far as practicable petty detail work in the India Office, and the amount of disbursements at the Home treasury for stores which are consumed in India, and for establishments employed in their supply, the Government of India in their letter No. 3945, of 8th November 1878, to the Government of Bengal, directed that arrangements should be made for

the economical provision of stationery in the Calcutta market. In compliance with these instructions it has been arranged that in future supplies of all articles of stationery, except loan and water-marked papers, will be obtained in the local market. Tenders have been called for and there has been a very satisfactory response. There is every probability of a large saving being effected on the contracts for the ensuing year.

V.—STATEMENT D.

Comparison of the cost of packing charges with that of the previous year.

8. The number of packages and parcels despatched during the year was 7,171, against 6,450 in 1877-78, and the charges were Rs. 6,097-8-2, against Rs. 9,998-0-6. There was thus an increase of 721, or 11·1 per cent., in the number of packages, and a decrease of Rs. 3,900-8-4, or 39 per cent., in the cost. The decrease in the cost is attributed by the Superintendent of Stationery to the use of tarred-canvas instead of tin-lined cases for packing stationery issued from the store. He states that loss on stationery reported to have been received damaged for want of tin-linings to cases amounted to Rs. 98-4-3 only. The change may therefore be considered satisfactory.

VI.—STATEMENT E.

Statement of amount realized by the sale of Stationery during 1878-79.

9. The subjoined table gives the value of stationery purchased from the Stationery Office by public officers not entitled to free indent during 1878-79 and the previous two years:—

Year.	Value of stationery supplied.	Amount of commission.
	Rs. A. P.	Rs. A. P.
1876-77	16,637 15 0	831 14 5
1877-78	24,907 14 11	1,244 2 4
1878-79	22,661 1 2	1,444 6 5
Decrease in value compared with 1877-78 ...	... ...	2,246 13 9
Increase in commission over 1877-78 ...	... ...	260 4 1

10. Out of the total amount of Rs. 24,105-7-7 in 1878-79, Rs. 13,442-6-6 were for supplies which were adjusted by transfer in the books of the several Accountants-General. The value of stationery supplied decreased by Rs. 2,246-13-9, or 9 per cent., and the number of requisitions by 8, or 1·9 per cent. The rate of commission was raised from 5 to 10 per cent. under the orders contained in Government order No. 194T, of 24th October 1878.

VII.—STATEMENT F.

Statement showing the value of stock, the receipts and issues, and the total charges from 1876-77 *to* 1878-79.

11. The value of the stock on 1st April 1878 was estimated at Rs. 5,62,521-9-7, and on 31st March 1879 at Rs. 2,90,395-6-6, showing a decrease of Rs. 2,72,126-3-1. There was a decrease of Rs. 6,17,765-12-4, or 45·9 per cent., in the value of stores received from England during the year, and an increase of Rs. 66,484-0-5, or 84·3 per cent., in the expenditure for local purchases. The chief causes of this increase and decrease have already been explained.

12. The total charges of the year, including the value of all the stationery issued during the year and pay of establishment and contingencies, amounted to Rs. 11,96,898-2-3, against Rs. 12,96,329-13-11 in the previous year, showing a decrease of Rs. 99,431-11-8, or 7·6 per cent. This decrease is attributed to the stoppage of issue for stock-taking 15 days sooner than usual, and to a diminution in the supplies issued during the year to the Superintendent of Government Printing, India. The use of Bally paper, which is cheaper than English paper, also helped to cause the decrease.

VIII.—STATEMENT G.

Statement showing names of Officers in the Stationery Office who furnish security.

13. The securities have been examined by the Superintendent and are declared to be sufficient and valid.

14. No material damage to stores occurred during 1878-79; no statement H has therefore been submitted. The Superintendent of Stationery reports that such articles as were damaged but still fit for use were issued for use in his own office.

IX—SATEMENT I.

Statement of the amount realized by the sale of packing cases, iron hoops, etc., during 1878-79, *compared with the sales of* 1877-78.

15. The sale-proceeds of paper cuttings, old tin, &c., amounted during the year under review to Rs. 1,124-9-11, against Rs. 763-10-2 in 1877-78. The increase is chiefly due to the tin-linings of English cases being available for sale.

X.—MISCELLANEOUS.

16. The Form Store Department is still said to be working satisfactorily though, for want of space, the store is too crowded, and the supervisor works under difficulties. A proposal is now under consideration to provide extra accommodation in a portion of the building at present occupied by the Collector of Calcutta.

17. Owing to the want of space for the storage of stationery, it was found necessary to hire godowns in Church Lane and Old Post Office Street at a monthly rental of Rs. 900 in all. Arrangements have lately been made to give up these godowns, from the 1st August 1879, by placing five compartments of the new opium godowns at the disposal of the Superintendent of Stationery.

18. The subject of reducing the size of forms and the cost of the paper on which they are printed, referred to in paragraph 17 of the report for 1877-78, has continued to receive the Board's careful attention, and reports of the retrenchments effected have been submitted to Government. The possible savings up to date amount to Rs. 2,456-3 per 1,000 sheets in the aggregate of each kind of form.

19. The Board have been quite satisfied with Mr. Robert's administration of the Department under his charge. He has lost no opportunity of enforcing economy in the expenditure of Stationery.

By order of the Board of Revenue, L. P.,

COLMAN MACAULAY,

Secretary.

No. 817*B*.

STATIONERY.
R. L. MANGLES, ESQ., V.C.

SUBMITTED to the Government of Bengal in the General Department.

By order of the Board of Revenue, L. P.,

COLMAN MACAULAY,

Secretary.

FORT WILLIAM,
The 31*st July* 1879.

W. M. E.—Reg. No. 5175—59—4-8-79.

6873